



SACHI A. HAMA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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February 23, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

8 March 1, 2016

LORI GLASGOW
EXECUTIVE OFFICER

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in the Probation Department.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 11 positions to implement results of classification studies in the Probation Department.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Reclassifications in the Probation Department

There are 11 positions in the department being recommended for reclassification (Attachment A). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the reclassifications recommended is estimated to total \$61,304 (all funds). Net County cost is estimated to be \$53,641. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for the Probation Department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

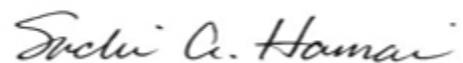
Your approval of these classification recommendations will enhance the operational effectiveness of the Probation Department through the proper classification and compensation of positions.

The Honorable Board of Supervisors

2/23/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:RM:SJM

AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Probation Department

PROBATION DEPT - SUPPORT SERVICES, ADMINISTRATIVE SYSTEMS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Departmental Personnel Technician Item No. 1850A NM 97G Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented

The subject position reports to an Administrative Services Manager III and is responsible for overseeing the Personnel Services/Operations & Technical Support Unit. The Unit is responsible for MAPP administration, employee development, the web-based performance system (Performance Net), enrollment in training classes, processing of special pay practice and MAPP transactions, maintaining departmental personnel files, handling security roles of various countywide systems, and providing the help desk function for the department's Human Resources Division.

The duties and responsibilities meet the classification standards for Administrative Services Manager I, a class which may lead or supervise a unit of lower-level analysts performing less complex analytical assignments. This action will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental Human Resources function. Therefore, we recommend downward reclassification to Administrative Services Manager I.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Supervisor Item No. 2598A NM 107L Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 106L Non-Represented
1	Network Systems Administrator II Item No. 2559A NM 96J Represented	1	Information Technology Security Specialist Item No. 2603A NM 106L Non-Represented
1	Principal Application Developer Item No. 2526A NM 106H Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 106L Non-Represented
2	Senior Information Technology Technical Support Analyst Item No. 2547A NM 94J Represented	2	Information Systems Analyst II Item No. 2591A NM 95E Represented

The subject Information Technology Supervisor position leads lower-level analyst positions and is responsible for supporting information technology (IT) projects through monitoring detailed work activities; communicating risks and issues to management; ensuring project management activities are consistent across all IT projects; reviewing and analyzing enterprise IT requests to ensure compatibility with departmental enterprise standards, guidelines and strategies; making recommendations on new IT projects and advising on alternatives system architecture designs; reviewing technical specifications, and establishing standards on outside IT vendor purchases; and participating in monitoring of vendor performance to ensure deliverables are met.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

(continued)

The duties and responsibilities are consistent with the Principal Information Systems Analyst, a class which performs highly-specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development. Therefore, we recommend downward reclassification to Principal Information Systems Analyst.

The subject Network Systems Administrator II position is responsible for overseeing all aspects of the department's security applications and maintenance; supports the development, implementation and monitoring of information systems security standards and architecture to ensure security standards are being enforced; tests new patches and updates security software products, including client and server updates, prior to implementation; complies and validates security-related statistical data for management reporting; evaluates responses to complex service tickets; and maintains chain of custody of electronic and/or physical evidence related to IT security incidents.

The duties and responsibilities are consistent with the Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend upward reclassification to Information Technology Security Specialist.

The subject Principal Application Developer position serves as a lead in coordinating network facilities maintenance, modifications and enhancements for the physical infrastructure of the network, servers, and video equipment for several site locations, including the department's data centers; ensures maintenance and repair of video surveillance footage to preserve the integrity of captured footage, as well as resolving the more complex system configuration and performance issues; ensures data center's electrical and cooling systems are functioning properly; responsible for infrastructure hardware and repair, as well as the testing and optimization of complex network software and physical infrastructure; and develops new or modifies existing project plans as needed.

The duties and responsibilities are consistent with the Principal Network Systems Administrator, a class which is assigned lead roles in the areas of network design, disaster recovery planning, capacity planning, network security, complex server and network configuration, network administration and monitoring, upgrades, troubleshooting and maintenance on network related projects, including services over Internet Protocol, such as audio, video, telephony and data. Therefore, we recommend upward reclassification to Principal Network Systems Administrator.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

(continued)

The first of two (2) subject Senior Information Technology Technical Support Analyst positions is responsible for coordinating the implementation of new information systems projects; working with end users and vendors on identifying business needs and solutions; defining project tasks and resource requirements; documenting project issues and risks; evaluating project impact, performing cost and benefit analysis, risk assessments; assembling and coordinating project resources; coordinating the preparation of hardware and software specifications for procurement; coordinating the development and maintenance of implementing and converting plans, including training and test plans, and tracking project deliverables.

The second subject Senior Information Technology Technical Support Analyst position is responsible for providing updates on ongoing projects; developing, maintaining, and coordinating project plans to analyze and document solution capabilities to meet user, functional and technical requirements; providing support and expertise for system enhancements; verifying completion of projects according to requested specifications; monitoring systems compliance with established IT policies, procedures, guidelines, plans and standards; meeting with IT staff to review Requests for Information, Requests for Proposals, Requests for Quotes, Statements of Work and other IT assessment documents.

The duties and responsibilities of the two (2) Senior Information Technology Technical Support Analyst positions meet the classification standards for an Information Systems Analyst II, a journey-level class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. They analyze, design, test and implement programs for a complete system or a component or module of a large complex system. Therefore, we recommend upward reclassification of these positions to an Information Systems Analyst II.

PROBATION DEPT - SUPPORT SERVICES, PROFESSIONAL STANDARDS
BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Management Analyst Item No. 1848A NM 89G Non-Represented	1	Deputy Probation Officer II, Field Item No. 8607A NX 91A Represented
		2	Departmental Civil Service Representative Item No. 1881A NM 97G Non-Represented

The first of the three (3) subject Management Analyst positions is responsible for performing background investigations of Sworn Personnel governed by the Peace Officer Standards Training (POST). Therefore, we recommend upward reclassification to Deputy Probation Officer II, Field to alleviate the increased workload related to processing POST positions.

The remaining two (2) subject Management Analyst positions are responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed (i.e., discipline and discretionary appeals) to the Civil Service Commission. The scope of responsibilities are consistent with the allocation criteria for Departmental Civil Service Representative, a class responsible for investigating, preparing and presenting cases for civil service hearings. Therefore, we recommend upward reclassification of these positions to Departmental Civil Service Representative.

PROBATION DEPT - SUPPORT SERVICES, RISK MANAGEMENT SECTION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Probation Director Item No. 8620A N23 S10 Represented	1	Administrative Services Manager II Item No. 1003A NM 99F Non-Represented
		1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented

The first subject Probation Director position is assigned to manage the Return-To-Work Unit which includes overseeing the department's Workers' Compensation Program. The Unit ensures compliance with the American Disabilities Act, Fair Employment and Housing Act, Family Medical Leave Act, California Family Rights Act and other County and departmental policies and procedures. The duties and responsibilities are consistent with the class concept for the Administrative Services Manager II, a class which is responsible for supervising a unit of analysts performing a full range of difficult to complex analytical assignments within functional areas such as human resources, contracts, budget, finance, and other closely-related administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager II.

The second subject Probation Director position reports to the Departmental Human Resources Manager III and is responsible for overseeing the activities and operations of the Risk Management Section, through subordinate supervisors. The Section is comprised of five (5) units: Return-To-Work; Civil Litigation; Loss Control and Prevention; Safety, Security & Emergency Preparedness; and Badge Reconciliation. The duties and responsibilities meet the class concept for Administrative Services Manager III, a class which directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.